TOPO Monthly Invoice Verification Form	
Please Return this Form to Meiling Lincoff (SFD-2) by: MONDAY, 06/06/16	
Date Monthly Progress Report and Invoice Distributed to TOPO: 05/24/16	
Contractor: CB&I Federal Services LLC	Contractor No.: EP-S9-13-02
TO No.: 018-RSBD-09GU	Site Name: Anaconda Copper
Invoice No: 25	Contract PO: Maria Velez
Amount Billed: \$2,840.59	TOPO: David Seter
Period of Performance: 04/01/16 - 04/30/16	
Voucher Overview also including Reviewing Summary of Costs by Task : Please mark Y (Yes), or N (No), or NA and provide written explanations when answers are "no."	
Y1. Are specific costs correctly broken down, accumulated, and billed? Y2. Does the invoice period of performance (PoP) cover the progress report PoP? Y3. Are the billed costs authorized by the task order workplan? Y4. Is the math accurate? Y5. Are the accumulated costs and level of effort invoiced within the estimates of the approved workplan?	
Labor	
Y 6. Is the labor mix consistent with the workplan? Y 7. Are the labor hours commensurate with work completed in PoP? Y 8. Are the labor categories similar to the last PoP? NA 9. If not, is there an appropriate rationale for the change? NA 10. Were billed premiums for overtime authorized by the CO or allowable in the contract?	
Other Direct Costs	
NA11. Was CO's consent for any charges for subcontractors received in advance?NA12. Is the level of subcontract effort charged commensurate with the level of progress made?NA13. Do travel expenses appear reasonable and within the approved budget?NA14. Do supply and material costs appear appropriate for the tasks completed this month?NA15. Did equipment purchase have prior CO approval as required by property procedures?NA16. If present, does the amount of ALL other direct costs seem reasonable and commensurate with the work performed?	
Please check one of the statements below and provide verification signature. Keep the invoice and monthly report for your record. If there is any unreasonable and/or confusing information, please send your request for	
explanation/clarification through an email to the contractor and always include Maria Velez, Monika O'Sullivan and Meiling Lincoff in the "cc."	
Y I agree with this invoice. Sufficient progress has been made by the contractor to support payment of the work performed.	
Contractor must provide additional justification for verification of costs and/or hours on this task order.	
Cost listed below should be withheld since they cannot be verified.	
Comments/Explanation:	

Mandatory TOPO Monthly Performance Evaluation Form Please rate each criterion and provide positive feedback or problem areas that need to be addressed. The minimum acceptable rating is "Good." The rating below "Good" or any problem areas indicated below should be addressed immediately by Project Officer and contractor Program Manager. 2 - Fair5 – Outstanding 4 – Excellent 3 - Good1 - Poor0 - Unsatisfactory **Quality of Services Delivered** Rating: Good quality technical work product was delivered by contractor during this reporting period on work tasks; organizing work on OU-4 oversight; and OU1 document review and preparation for technical stakeholder meetings. Poor quality narrative on invoice progress report which needed revision results in dropping this category rating to fair. **Effectiveness of Management** Rating: 1 Project work reported to be progressing, but daily field oversight reports for OU7 from March and April have not yet been submitted. Management does not appear to be successful in producing the deliverable. See also Timeliness of Performance. **Initiative in Meeting Contract Requirement** Rating: 3 Contractor has generally shown good performance in meeting contract requirements although minor issues have arisen with invoices. Specifically, for this review period contractor made errors in the progress narrative including on OU1 which needed to be corrected and resubmitted. **Timeliness of Performance** Rating: 0 OU7 Daily field oversight reports from March and April 2016 are yet to be submitted. Template submitted to EPA COR on 6/28/16 and approved 6/29/16 with instruction to submit remaining reports. Remaining reports have not been submitted to date. **Cost Control** Rating: Actual cost control has been good as reflected in the burn rate being consistently lower than projected in the contractor's work plan budget. **Business Practices** Rating: ___2 By failing to measure up to a "good" standard of performance in multiple categories this review period, contractor is rated "fair" under business practice. **Customer Satisfaction** Rating 0 EPA is dissatisfied with Contractor's performance in preparing and submitting daily oversight reports for OU7 field work from March and April 2016.

I have reviewed the monthly progress and financial reports and verify to the best of my ability the costs incurred.

Signature & Date: